

## Level 3 Certificate in Communication Support for Deaf Learners

Unit K311 - Preparing to Support Learning

Unit K312 - Learning Support in Life Long Learning Contexts

Unit K313 - Principles of Learning Support

Unit K314 - Approaches to Learning

Unit K315 - Reflective Journal

Unit K316 - Supporting Bi-Lingual Access

Unit K317 - Clear Speech and Notetaking

# ASSESSMENT REGULATIONS

**Please read these regulations in conjunction with the General Regulations on the Signature website.**

## PART 1 of 3

### Entering Candidates for Assessment

#### 1.1 Reasonable adjustments for candidates with particular assessment requirements

Centres requesting a reasonable adjustment on behalf of a candidate must make the request when they register the candidate online.

Signature will contact the centre to indicate whether the adjustment requested has been approved. Centres should not assume that all requests for reasonable adjustments will be approved.

Awarding bodies are responsible for assuring and maintaining the assessment standards within each of their qualifications. The Equality Act (2010) and other provisions allow for 'reasonable adjustments' to the assessment process, to make it more accessible under certain circumstances. Awarding bodies are not required to alter the assessment standards themselves, if these are a justifiable measure of the competence that is being

assessed. Reasonable adjustments must not give the candidate an unfair advantage or disadvantage in relation to other candidates taking the assessment.

Before requesting a reasonable adjustment on behalf of a candidate, the centre should be satisfied that the adjustment applied for will enable the candidate to attempt to meet the same standards of assessment as a candidate without the disability, difficulty or special need concerned

## 1.2 Candidate registration

**Signature will only accept candidate registrations from centres that are approved to offer this qualification. Centres must also be approved at the time of the assessment taking place.**

Approved centres can register candidates online for this unit without giving advance notice to Signature, using the on-line Candidate Registration process on the Signature website. The assessment date is chosen by the teacher-assessor. It is the date when the learning outcomes and assessment criteria have been met and the internal assessment has been completed.

Centres must register existing candidates using their Signature unique learner ID number. New candidates will be issued with a unique learner ID number, by Signature, upon registration.

Centres (excludes Scotland) should also enter the candidates national Unique Learner Number (ULN) in to the appropriate field. New candidates should be allocated a national ULN by the centre.

Centres will be invoiced for candidate registration fees. Centres wishing to use an official purchase order should quote the order number on the online registration form.

Following submission of the assessment request, centres will receive an email to confirm that the assessment has been processed.

### 1.3 Changes to assessment arrangements

The centre administrator can change the date of an assessment after submission providing the new date still allows for the notice period stipulated in these regulations. This should be done via 'My Signature' in the 'view assessments' section.

The centre administrator can add candidates to an assessment after submission during the period between the assessment being booked and the notice period stipulated in these regulations. No additions can be accepted after the minimum notice period allowance. This should be done via 'My Signature' in the 'view assessments' section.

Once within the minimum notice period for the assessment if, for any reason, a candidate registered on the submitted assessment, cannot attend at the time or on the date of the assessment, the centre must not permit the candidate to take the assessment at any other time or on any other date. The centre must mark the candidate as 'not assessed'. If the centre does allow the candidate to complete the assessment at any other time or on any date, other than the agreed assessment date, it will be marked as not assessed by Signature.

Candidates who withdraw from an assessment, due to medical or bereavement reasons, will be entitled to a full refund of their candidate registration fee upon production of appropriate evidence.

Under exceptional circumstances, centres may request to change arrangements for their assessments already submitted to Signature. Centres must contact their Signature Customer Support Officer. Signature cannot guarantee that all the changes requested can be accommodated. Charges will apply.

## PART 2 of 3

### Carrying out the Assessment

#### 2.1 Appointment of teacher-assessor(s)

It is the responsibility of each centre to appoint suitably qualified and experienced people to act as teacher-assessors. Centres are responsible for briefing teacher-assessors and for ensuring that they are familiar with the appropriate regulations governing the conduct of Signature internal assessment, and are responsible for ensuring that Signature regulations are followed.

They will be responsible for:

- managing the assessment process, from assessment planning to making and recording assessment decisions
- assessing evidence of the candidate's knowledge and understanding against the learning outcomes and assessment criteria in the unit specification
- ensuring that candidates' evidence is valid, authentic and sufficient
- maintaining accurate candidate assessment and achievement records as required by Signature (see Signature website for teacher resources).

Assessment of the evidence can be carried out at any time during the learning programme. All evidence submitted for assessment must be included in a Portfolio of Evidence, which must be clearly referenced against the assessment criteria for each unit. Evidence may include some examples of using BSL, which should be recorded on video/DVD. Assessment outcomes must be recorded using the Candidate Assessment Record Form provided unit/qualifications specification. This must be photocopied for each candidate.

The centres should only register candidate(s) for each unit when the internal assessment is complete.

## PART 3 of 3

### After the Assessment

#### Application for achievement

##### 3.1 Sending to Signature for marking

The Application for Achievement Form (AAF) for each assessment can be downloaded online from 'My Signature'.

The centre must:

- ensure that the Candidate Assessment Record Form is completed for each candidate, showing that all requirements have been met
- ensure that:
  - the Application for Achievement Form, and
  - evidence and Candidate Assessment Record Form for each candidate(s) are sent to Signature **within seven working days of the assessment date**. Any information received after this date will not be accepted.

Signature cannot be held responsible for any loss or damage of assessment materials during transit. It is advisable for the centre to keep copies of any materials (Candidate Assessment Record Form, Portfolios of Evidence and DVDs of candidates' work) sent in the post.

##### 3.2. Quality assurance (External moderation)

Signature will appoint external moderators (EMs) who are appropriately qualified and trained to externally quality assure candidates' evidence and candidate assessment record form.

The role of the EM is not to re-assess candidates' work but to make sure that the teacher-assessor's decisions are accurate and consistent. If, as a result of external quality assurance, there is cause for concern about the assessment standard, results may be delayed beyond the normal processing time. It may be necessary for the EM to visit the centre to confirm the candidates' claims to achievement, e.g. where the quality of evidence in the submitted portfolios gives cause for concern. In such circumstances the cost of the visit will be charged to the centre.

Signature will carry out any other necessary quality assurance procedures, and confirm achievement through the issue of results.

Candidates' evidence will be viewed by Signature approved staff only.

### **3.3 Issue of results**

Signature will issue the results of the assessment online within six weeks of assessment date for onward distribution to candidates. Signature will issue results using the spelling of the name as it appears on the Application for Achievement Form (AAF). It is important that the candidate has verified that the spelling is correct. Centres will be notified by email when results are ready.

### **3.4 Issue of certificates**

Signature will issue certificates, for those who have achieved the full qualification, within two weeks of the results released date, for onward distribution to candidates. Signature will issue certificates using the spelling of the name as it appears on the Application for Achievement Form (AAF). It is important that the candidate has verified that the spelling is correct.

Credit certificates for single units are available, on written request, for those candidates who did not intend to complete the full qualification.

### **3.5 Appeals**

See Signature website for appeals procedure.

### **3.6 Retention of evidence**

Centres must retain candidates' portfolio evidence and candidate assessment record forms. This must be stored in a locked cabinet for a period of three years. All evidence can be stored electronically if a centre desires.

